

## **VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** Unit Family Readiness Program

**POSITION/TITLE:** Company Family Readiness Group (FRG) Leader

**FIRST LINE SUPERVISOR:** Company Commander or Rear Detachment Commander

**DUTIES:** The FRG Leader work under the guidance of the Commander and Battalion FRG Advisor(s) to perform the following duties: Supports the commander's FRG goals; Disseminates accurate information to soldiers and families from command and dissuades the spread of misinformation or rumors; Provides overall leadership of the FRG, promoting team building and unit esprit de corps; Recruits and delegates FRG responsibilities to selected volunteers as Points of Contact and committee chairpersons, or presides over their elections; Manages all volunteers to include mentoring, guiding, and training; Registers all volunteers with the Army Volunteer Coordinator; Attends and participates in battalion-level FRG Leader meetings or steering teams; Identifies needs or unique problems of unit families and refers to Command, Battalion FRG Advisor(s) or appropriate agencies accordingly; Acts as FRG spokesperson for communicating family members' concerns and ideas to the unit commander or Rear D Commander (if company is in theatre) and to the battalion-level FRG Advisor(s) as needed; Coordinates and facilitates FRG meetings (no less than once per month during deployments) to include preparation of agenda, scheduling guest speakers, inviting members, chairing and conducting the meetings, and, based on the collective needs/wishes of the group, oversees the planning of special events; Updates FRG roster with member information and turns all updates in to the Commander and Battalion FRG Advisors in a timely manner; Create memorandum, letters, and flyers for distribution; Establishes and maintains an FRG email account; Assists in the development of a Standard Operating Procedure memorandum based on the needs/desires of the group and under the direction of the Command and Battalion FRG Advisors.

**TIME REQUIREMENTS:** Ten to 20 hours a week, depending on unit deployment status and other scheduled activities; commitment usually for duration of the battalion commander's tour of duty.

**QUALIFICATIONS/EXPERIENCE REQUIRED:** Excellent interpersonal skills and ability to work with a variety of individuals from various places and backgrounds; Pleasant disposition; Ability to communicate clearly in written and oral form to include effective telephones, English and grammar, problem solving, and public speaking skills; Typing skills; Intermediate-level training and/or sound knowledge of computer software to include MS Office Word/Excel and email account management capabilities; Strong organizational and administrative skills. Volunteer training and/or past experience; Understanding of programs and services available to soldiers and families; Strong experience in protocol, unit functions, and army organizational systems.

**TRAINING:** ACS FRG Leader and POC training (required); AFTB Levels I-III (highly recommended); Familiarization with DA PAM 608-47 and Army Family Readiness Leaders Handbook (OPERATION READY).